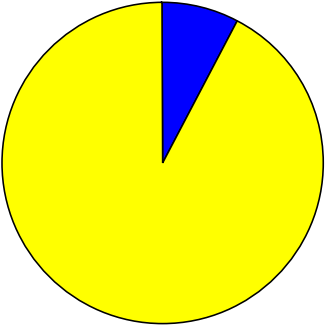


Department of Purchasing and Supply Management

12-05-Agency Management

Fund/Agency: 001/12		Department of Purchasing and Supply Management
Personnel Services	\$267,876	<p>CAPS Percentage of Agency Total</p>  <p>7.8%</p> <p>92.2%</p> <p>■ Agency Management ■ All Other Agency CAPS</p>
Operating Expenses	\$27,420	
Recovered Costs	\$0	
Capital Equipment	\$0	
Total CAPS Cost:	\$295,296	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$0	
Other Revenue	\$0	
Total Revenue:	\$0	
Net CAPS Cost:	\$295,296	
Positions/SYE involved in the delivery of this CAPS	5/5	

► CAPS Summary

The Department Administration activity provides leadership, managerial oversight, and administrative support to the Department of Purchasing and Supply Management. This includes performing the function of Purchasing Agent for the Board of Supervisors and the Fairfax County Public School Board. The Department Administration activity also provides internal staff support to the 59 employees of DPSM to include overall human resources support and fiscal management activities. These activities are intricately interwoven into the overall operation of the Department.

The Director of the Purchasing and Supply Management provides procurement policy direction for all County departments. The Department Administration activity includes responsibility for keeping abreast of all procurement regulation changes, both at the state and federal level, and to ensure all regulatory requirements are included in the Fairfax County Purchasing Resolution.

Department of Purchasing and Supply Management

While the trend towards increased delegation of purchasing volume continues (nearly 90 percent of all purchasing transactions are conducted as 'field' orders), DPSM continues to process an increased dollar volume of purchase orders. The three underlying principles of the procurement program remain unchanged:

- Equity – to provide access to all potential bidders competing for government business
- Integrity – to minimize the opportunity for corruption in the procurement process, and
- Economy and Efficiency – to procure quality goods and services at the lowest possible price and to ensure the internal processes used are efficient and effective.

Funding for the Department Administration activity is provided entirely through the General Fund. The Department of Purchasing and Supply Management does receive offsetting expenditure revenues from rebates generated through the Government Purchasing Alliance (GPA) national cooperative purchasing program. These revenues are allocated to the Central Purchasing and Contracting for County and Schools program.

The Department of Purchasing and Supply Management continues to operate a best-in-class procurement program. Specific accomplishments are discussed further in the Central Purchasing and Contracting program; however, the department is recognized regionally and nationally as a model for innovation and efficiency.

► Method of Service Provision

Services provided under the Department Administration activity are delivered directly through merit County employees during standard County work hours (8:00 a.m. – 4:30 p.m.).

► Performance/Workload Related Data

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
Formal Contractual Actions Processed	540	415	647	779	650
Number of Valid Protests Received	1	0	1	1	1

► Mandate Information

This CAPS is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 26 - 50%. The specific Federal or State code and a brief description of the code follows:

- Virginia Public Procurement Act (Code of Virginia Sections 11.35 through 11.80).